

Paying Fees Via the Internet

This section illustrates how to pay fees in CM/ECF using a credit card and the Internet.

When you electronically file *any* document that requires a fee, you are required to pay that fee using a credit card via the Internet. This section will explain how to complete such a transaction and how to monitor your previous transactions.

STEP 1 When you complete filing a document and are taken to the **NOTICE OF ELECTRONIC FILING** screen, the **ELECTRONIC PAYMENT** window will pop-up (See Figure 1.)

This screen lists any and all outstanding or unpaid fees including the fee for the document you just filed.

Date Incurred	Description	Amount
2004-05-06 09:10:45	Motion for Relief From Stay(04-71100) [motion,mrlfsty] (150.00)	\$ 150.00
2004-05-07 11:31:07	Motion for Relief From Stay(04-70026) [motion,mrlfsty] (150.00)	\$ 150.00
		Total: \$ 300.00

Figure 1

STEP 2 To immediately pay all outstanding fees, click the **[Pay Now]** button.

To temporarily defer the payment until later in the day, click the **[Continue Filing]** button and proceed to the **PAYING DEFERRED FEES** section at the bottom of this document.

The **PAYMENT COLLECTIONS** screen pops-up.
(See Figure 2.)

https://qa.pay.gov Pay.Gov Enter Payment Information Microsoft Internet Explorer

Section 808 Policy

Enter Payment Information

Cardholder Name: Steve Morfin *

Address: 202 S. Elm Street *

Address 2: *

City: *

State: -- OR -- Province / Region / Country: --

Country: *

(Instead of state, if necessary)

Zip Code: 27401 *

Card Type: Visa *

Card Number: *

Security Code: *

Expiration Date: -- / -- *

Payment Amount: \$150.00 *

A card authorization must be received before midnight Eastern Time if payment is to occur as early as the next day. If the U.S. Treasury Department's designated depository is closed on a scheduled payment date (including weekends and some holidays), the payment will occur the next day the depository is open.

Continue Quit

Plastic Card Payment Steps

1. Select Payment Type
2. **Enter Payment Information**
3. Authorize Payment / Payment Summary
4. Payment Confirmation

Figure 2

STEP 3 Enter the appropriate information including the Card Type, Card Number, and Expiration date. Click **[Continue]** to continue.

NOTE: All fields with the RED STAR are REQUIRED

NOTE: If you make a mistake, simply close out the window and your payment will be temporarily deferred. (See the section called **PAYING DEFERRED FEES** later in this document).

NOTE: All fees must be paid on the day the document is filed. A fee that is *deferred* until later in the day is not the same as a fee that is to be paid in *installments*.

The **AUTHORIZATION** screen displays next.
(See Figure 3.)

https://qa.pay.gov Pay.Gov Payment Summary and Authorization - Microsoft Internet Explorer

Section 508 Policy

Payment Summary and Authorization

Cardholder Name: Steve Martin
Address: 202 S. Elm Street
Address 2:
City:
State:
Country:
Zip Code: 27401
Card Type: Visa
Card Number: *****1111
Expiration Date: 12 / 2004
Payment Amount: \$150.00
Current Date and Time: 10/06/2004 11:13 AM

Authorization*

☐ I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.

Confirmation Receipt Request

To have a confirmation email sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:
Re-enter Email Address to Confirm:

Press the "Make Payment" button only once. Pressing this button more than once could result in multiple transactions.

Plastic Card Payment Steps

1. Select Payment Type
2. Enter Payment Information
3. Authorize Payment / Payment Summary
4. Payment Confirmation

Figure 3

STEP 4

If all of the information is correct, check the box under the **Authorization** heading, and click **[Make Payment]**.

NOTE: You may enter your email address to have a confirmation email sent to you for this transaction. This is optional.

You will be redirected to the **TRANSACTION STATUS** screen.
(See Figure 4.)

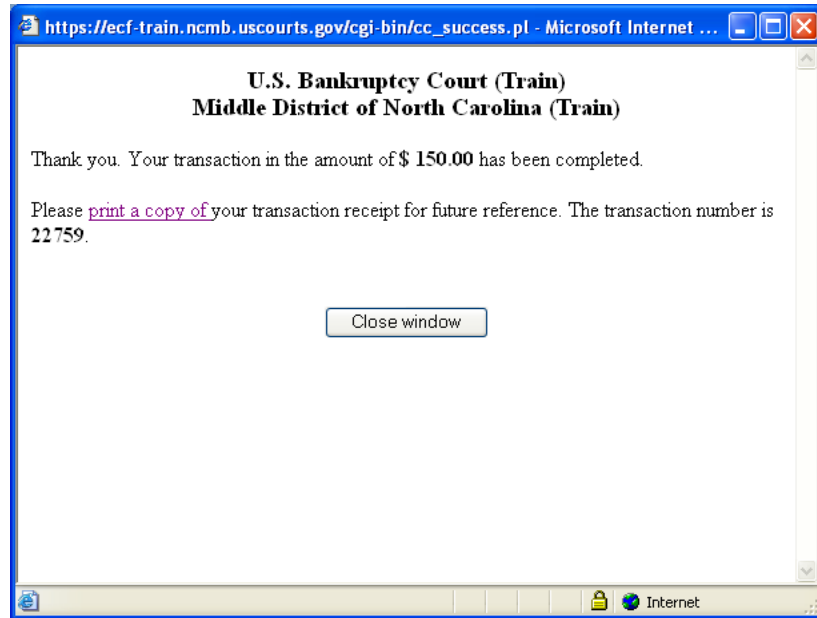


Figure 4

This window means that your transaction was approved and that your credit card will be charged for the total amount. The window also shows the total amount of your transaction and a transaction reference number. You may want to print this out or write this down for your own personal reference. Click the “Print a copy” link to print the receipt. Click [**Close window**] to close the pop-up window. You have now successfully paid your fees in CM/ECF via credit card.

PAYING DEFERRED FEES

STEP A

If you have deferred payments from previous transactions, you must settle them at the end of each day. Click the **Utilities** menu on the blue menu bar at the top of the CM/ECF screen. (See **Figure 5**.)



Figure 5

You are taken to the **Utilities** menu page (See **Figure 6**.)

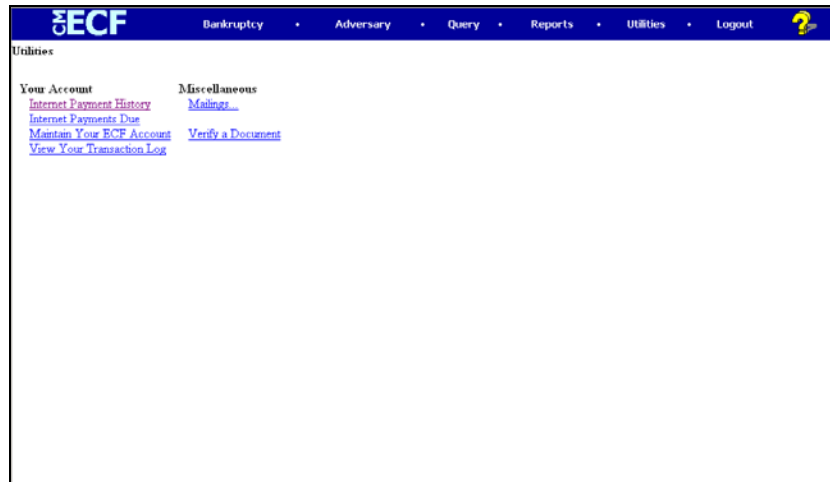


Figure 6

STEP B To pay previously deferred fees, click the **Internet Payments Due.**

The **ELECTRONIC PAYMENT** window will pop-up. (See Figure 1.) as in **STEP 1**. Click **[Pay Now]** to begin payment processing.

STEP C To view your Internet payment transaction history, click the **Internet Payment History.**

You will be taken to the **INTERNET PAYMENT HISTORY** page (See Figure 7.).

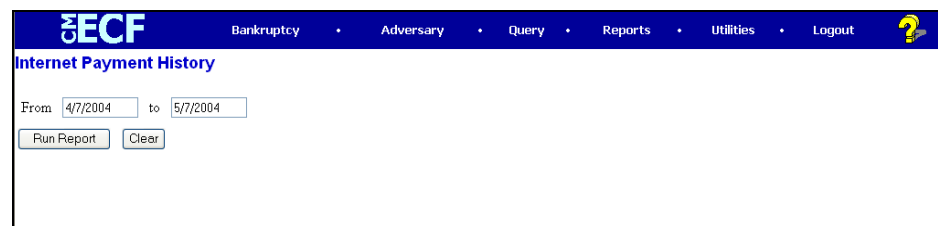


Figure 7

STEP D Enter a date range in the appropriate boxes and click **[Run Report]** to see a list of previous transactions.

The **INTERNET PAYMENT HISTORY** is displayed for your user account. (See Figure 8.)

<div> <div>ECF</div> <div> Bankruptcy Adversary Query Reports Utilities Logout </div> </div>				
<div> <div>U.S. Bankruptcy Court (Train)</div> <div>Middle District of North Carolina (Train)</div> <div>Internet Payment History for Martin , Steve</div> <div>4/7/2004 to 5/7/2004</div> </div>				
Date Paid	Description	Payment Method	Receipt #	Amount
2004-04-27 13:44:16	Motion for Relief From Stay(03-70001) [motion,mrflsty] (150.00)	credit card	1111BNCMB14165	\$ 150.00
2004-04-28 08:07:57	Motion for Relief From Stay(03-40002) [motion,mrflsty] (150.00)	credit card	1111BNCMB14189	\$ 150.00
2004-04-28 08:31:51	Motion for Relief From Stay(03-40002) [motion,mrflsty] (150.00)	credit card	1111BNCMB14191	\$ 150.00
2004-05-04 11:37:51	Motion for Relief From Stay(03-40002) [motion,mrflsty] (150.00)	credit card	1111BNCMB14281	\$ 150.00
2004-05-07 11:39:26	Motion for Relief From Stay(04-71100) [motion,mrflsty] (150.00) Motion for Relief From Stay(04-70026) [motion,mrflsty] (150.00)	credit card	1111BNCMB14377	\$ 300.00

Figure 8

